



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of October 6, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Accountant II – Exam #21565 / Annual Salary \$53,131 up to \$73,436

The City of Minneapolis has one Accountant II position available. The position is located in our Controller Division of the Finance and Property Services Department. This position is responsible for all aspects of the accounting function including budget assembly and analysis, preparing financial statements and reports, closing fiscal month/year-end accounting records and internal audit functions. **MINIMUM QUALIFICATIONS:**

EDUCATION: Bachelor's Degree with the major in Accounting, Business Administration, Finance, a closely related field or equivalent. **EXPERIENCE:** Two years professional level accounting experience, which has included preparing financial statements and reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting. **EQUIVALENCY:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, October 10, 2014.**

Police Support Technician I -- (Exam #21569) Hourly Salary: \$17.02 - \$23.73

This position is in the Transcription Unit of the Minneapolis Police Department. This position performs customer service combined with both clerical and technical work in support of the criminal justice system. **Qualifications:** Must be able to type 45 words per minute, after corrections for errors. **Education:** Minimum education of a High School Diploma or equivalent required (Associate degree desirable). **Experience:** 2 years of verifiable clerical experience required. Customer service experience desirable. **Equivalency:** An equivalent combination of education and experience in a similar environment may be considered. Applicants are required to follow the application process outlined in the job announcement as resumes alone will not be accepted. **Applications accepted October 07, 2014 through October 17, 2014**

Public Health Specialist II – Exam #21564 / Annual Salary \$49,257 up to \$68,169

The Public Health Specialist II position will implement selected strategies on behalf of the Minneapolis Health Department's Healthy Living Initiative, a collection of 23 projects designed to create opportunities for all Minneapolis residents to eat healthy, be physically active and live tobacco-free. This position is funded through the Statewide Health Improvement Program from the Minnesota Department of Health and is contingent upon this or other related funding. **Current funding for this position is secured through October 2015.** **Qualifications:** **Education & Experience:** Bachelor's Degree in Public Health, or closely related field and two (2) years of relevant experience in public health programming. **Equivalency:** An equivalent combination of related education and experience may be considered. **Applications accepted through Monday, October 6, 2014.**

PUBLIC WORKS SERVICE WORKER I AND SERVICE WORKER I TRAINEE – Exam #21563

Applications are now being accepted **online only** for Public Works Service Worker I and Service Worker I Trainee through October 31, 2014. Position will perform manual labor and drive trucks and light construction equipment to support Public Works Department construction and maintenance activities. All applicants must be at least 18 years of age by October 31, 2014 and possess a High School Diploma, GED or equivalent. To read the full job announcement and complete the online application, click on "View Job Postings and Apply Online" on the following link; http://www.minneapolismn.gov/jobs/jobs_index.

Senior Public Health Specialist (Healthy Start Coordinator) - Exam #21562 – Salary Annually: \$56,024 - \$77,387

This position provides programmatic coordination for the federally funded Healthy Start project and is responsible for oversight of a large federal grant that involves managing a collaborative process. The goal of this project is to reduce the disproportionately high rates of infant mortality among the African American populations and is responsible for: planning, implementing, and monitoring the core services and core systems components of the project in coordination with the Community Action Network; and, developing and overseeing the project budget, and reports related to the project. In addition, coordinates work with other department policy and assurance activities related to the reduction of infant mortality, positive birth outcomes, and a healthy first two years of life for children. **This is a grant funded position that will remain in place until the grant funds terminate. The current project period runs through May 2019.** **Qualifications:** **Education:** A Bachelor's Degree in Public Health, Public Administration, Nursing, or equivalent degree in closely related fields and three years of relevant experience; A Master's degree in public health with a minimum of two years of relevant experience is highly desirable. **Experience:** Three years of experience in Public Health working with low income and diverse cultural groups on maternal and child health issues. Must have experience in implementing major public health initiatives. **Equivalency:** An equivalent combination of related education and experience may be considered. **License:** Must have a valid driver's license and access to transportation. **Travel/Work Schedule:** Must be available for out of state travel 2 to 4 times a year as required by the funding agency. Must be able to maintain a flexible schedule for evening meetings and weekend events as required to meet program objectives. Applicants are required to follow the application process outlined in the full job announcement. **Applications accepted through October 10, 2014.**

CITY EMPLOYEES ONLY

Job Title: WATER OPERATOR Exam: 21555

Salary: \$25. 56 - 27.09 Position Information: Operate a wide variety of pumps, valves, pipes and reservoirs used in the water production system, impacting pumping stations, chemical water treatment systems, dewatering facilities, lagoons, lift stations and boilers and monitor chemical dosage levels and operate chemical feed equipment to ensure proper functioning and application of chemicals **Qualifications:** **Education:** Water Environment Technologies Diploma (One Year Program) or Equivalent **Equivalency:** A combination of directly related education and/or experience will be considered **LICENSE / CERTIFICATIONS:** Possess and maintain a valid Driver's License. Driver's License information will only be checked for those persons who may be invited to the job interview process. Possess a MN Special Boilers License (within 90 days of hire) Possess a MN Class "D", or better, Water Operators License. A copy of your license(s) **MUST** be submitted with your application materials. **Applications accepted, through: Monday, September 22, 2014 through Monday October 6, 2014**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.